



Cemetery Foreman – Position Open Until Filled

Position: Cemetery Foreman

Dept: Cemetery Department

Reports To: Superintendent

Position Responsibilities (include but are not limited to the following):

- Opens and closes gates for Highland Lawn Cemetery
- Locates and marks graves for interment
- Direct maintenance staff
- On call 24/7 to respond to security alarms
- Escort funeral services to grave locations
- Observe interment

Knowledge, Skills, and Abilities Required:

- Working ability to prioritize assignments
- Considerable ability to work well with others
- Working ability to solve problems
- Operation knowledge of backhoe and other digging equipment
- Operation of computer, fax, typewriter, calculator and other office equipment
- Must have a valid driver's license

Minimum Qualifications:

Education/Training: High School Diploma or equivalent

Experience: 4 years of cemetery maintenance experience preferred

Working Conditions: Outdoors, wind, rain, sunshine, heat, cold

Physical Requirements:

- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)
- Ability to sit for extended periods of time
- Ability to lift up to 75lbs

How To Apply: Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: HR@terrehaute.in.gov

Applications will be accepted until the position is filled.